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Routing Slip 15617X-89

TO:	ACTION	COORD	INFO
EO/ICS			X
D/ICS 1			X
DD/ICS 2			X
DD/RE 3			X
EA-D/ICS			1
SA-D/ICS			
SA-D/ICS-EP			
REO			
COMIREX			
SIGINT			
HUMINT			
MASINT			
IPC			
PBO			
PPO			
CCISCMO			
IHC			
RDCO			
LL			
SECRETARIAT			
ADMIN	X		
REGISTRY			

SUSPENSE: _____
Date

REMARKS:
Please distribute information as appropriate.

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ADMINISTRATIVE - INTERNAL USE ONLY

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Senior Intelligence Service Promotions and Merit Step Increases

FROM: George W. Owens
Director of Personnel

STAT
STAT

EXTENSION | NO.

DATE 5 SEP 1989

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Director, Intelligence Community Staff				
2. STAT				
3.				
4.				
5.				
6.				
7.				
8.				
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10.				
11.				
12.				
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15.				

ADMINISTRATIVE - INTERNAL USE ONLY

FORM 1-79 610 USE PREVIOUS EDITIONS

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SEP 5 1989

MEMORANDUM FOR: Director, Intelligence Community Staff

FROM: George W. Owens
Director of Personnel

SUBJECT: Senior Intelligence Service Promotions and Merit Step Increases

STAT REFERENCE: A. [redacted] dated 19 January 1989

B. [redacted] dated 12 March 1987 STAT

PROMOTIONS TO SIS-1 THROUGH SIS-4

1. Senior Intelligence Service (SIS) promotion recommendations, for promotions which will be effective 31 December 1989, are due in the Office of Personnel by COB 8 November 1989.

2. The approval of Career Service recommendations for promotion from GS into the SIS will be based on the revised SIS headroom as reported in the 31 October 1989 SIS Monthly Report. Headroom for these promotions also will take into account rotational adjustments and known SIS gains and losses projected through 31 January 1990. For promotions within the SIS, when the present salary is equal to the highest step of the next SIS level, the present salary will be retained at the next SIS level. To be eligible for a pay increase, either through promotion or step increase, an SIS officer must have been in his or her current grade and step a minimum of one year and must have a current Performance Appraisal Report (PAR) on file.

3. Nominations for promotions from GS-15 to SIS-1 should be submitted in rank order; nominations for promotions to SIS-2 through SIS-4 should be submitted in alphabetical order. The attached form should be used and the following information provided for all nominees:

a. Name: Type last name first and appearing exactly as shown in the official personnel record (PERSIGN).

STAT [redacted]

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c. Nickname or preferred name and title, such as "Mrs.," "Ms.," "Mr.," or "Dr.," for use by the DCI in congratulatory letters.

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e. Include in the promotion package a Request for Personnel Action (Form 1152) for each officer recommended. The inclusive dates and the overall rating of an officer's most current PAR must be indicated in the Remarks Section of each Form 1152.

4. Minority Data (women, blacks, and other minorities) be provided by grade showing the number of GS-15 through SIS-3 officers who are eligible for promotion consideration and the number recommended. For the purposes of this requirement, all officers on duty at a specified grade level, who meet the minimum time-in-grade requirement, should be considered eligible for promotion consideration. Attachment B, sample of "Summary of EEO Statistics" form should be used to ensure uniform submissions from each Career Service.

RANK-IN-PERSON POLICY FOR MEMBERS OF THE SIS

5. Under the rank-in-person policy for members of the SIS recently approved by the DCI, it will be possible beginning with the January 1990 SIS promotions to promote members of the SIS without regard to position grades. Action is underway, in fact, to eliminate SIS position grades from the Staffing Complement.

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PROMOTIONS TO SIS-5 AND SIS-6

6. Using the same format as given in paragraph 3 above, recommendations for promotions to SIS-5 and SIS-6 should be forwarded to the Chairman of the Senior Review Board via Chief, DCI Personnel,

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not later than COB 8 November 1989. The Board's recommendations will be forwarded to the Office of Personnel for inclusion in a consolidated SIS promotion memorandum which will go to the DCI.

MERIT STEP INCREASES

7. Pay adjustments within the SIS-1, -2, and -3 levels (merit step increases) will be considered at the same time as promotions and also will be effective 31 December 1989. Recommendations for such increases will be based solely on merit. Pay adjustments will be recommended by the supervisor, concurred in by the career board, and approved by the Head of the Career Service concerned. The time-in-grade guideline for progression to Steps A, B, and C is one year of service at the present SIS grade and step. An officer must have a current PAR on file to be considered for pay adjustment to the next higher step.

8. Nominations for pay adjustments should be submitted with the promotion package, as described below:

a. Alphabetical listing of individuals recommended for progression within the SIS levels showing approval of the Head of the Career Service. This listing must be last name first with names appearing exactly as shown in the official personnel record (PERSIGN).

b. Request for Personnel Action (Form 1152). For each officer recommended, the nature of the action is "Pay Adjustment." The inclusive dates and the overall rating of the most current PAR must be indicated in the Remarks Section.

NOTIFICATION

9. All recommendations will be combined into one memorandum and forwarded to the Director of Central Intelligence for consideration. When final approval has been received, OP will prepare congratulatory letters from the DCI to each promotee STAT

Heads of Career Services will be advised in advance of final approval of their merit step increase recommendations. Promotion certificates will be presented at a ceremony in January 1990.

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10. Any questions on these matters should be referred to
STAT [ ] SIS Focal Point Officer, [ ]
STAT [ ]
STAT [ ]

George W. Owens

Attachments:
A. SIS Promotion Nominations Form
B. Summary of EEO Statistics Form

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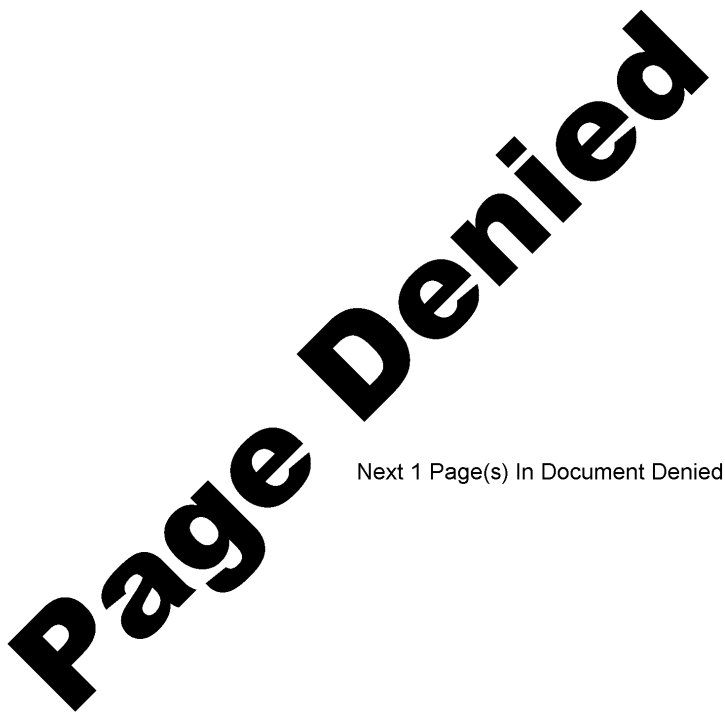

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